

Section J.8

Applicable Forms

The following list of forms provides an estimate of forms to print, stock, and process. The requirement to print forms may change over the life of this contract, and the Contractor is responsible for ensuring an adequate supply of forms are available at all times. The Contractor has full discretion to determine the most efficient methods to stock and make these forms available.

Form Number	Form Name	Purpose	PWS Paragraph Reference
SF 1034	Public Voucher for Purchases and Services Other than Personal	Provide payment to vendors for purchases by the Federal Government	C-5.1.2
OF 1017-G	Journal Voucher	To adjust previously recorded accounting disbursement/refund amounts not otherwise requiring an SF1081	C-5.1.2
DD Form 448	Military Interdepartmental Purchase Request	Funding Instrument	C-5.1.2
DD Form 448-2	Acceptance of MIPR	Funding Acceptance Document	C-5.1.2
DD Form 1351-2	Travel Voucher	Provide reimbursement to DoD members for Travel expenses incurred	C-5.1.7
DISA 41	System Authorization Access Request	Initiate, modify or delete access to various DoD systems	C-5.1.6
DFAS-DE Form 0-123	Request For Records or Vouchers	Request to recall records from a Federal record center, previously archived.	C-5.1.2
AF 1072	Authorized Long Distance Phone Calls	To record official phone calls, especially to overseas locations	C-5.1.5
AF 1543	Advice of Rejection	To reject vouchers received on a TBO cycle	C-5.1.2
AF 1545	Advice of Acknowledgement - Transactions By Others (TBO)	Transmittal for AF 1543	C-5.1.2
AF 1730	Transmittal Register Transcript	Aid for posting data into GAFS	C-5.1.2
AF 3126	Classified Control Log	To maintain record log of receipt of classified information	C-5.1.3
AF 406	Miscellaneous Obligation Reimbursement Document	To Record Known Obligations When Required Documents Are Not Available	C-5.1.2

Form Number	Form Name	Purpose	PWS Paragraph Reference
AF 821	Release From Contract Obligation	To obtain a release from obligations from a vendor	C-5.1.2
DD 1131	Cash Collection Voucher	To record funds received on behalf of the Treasury appropriation accounts	C-5.1.2 C-5.1.3
DD 1556	Request For Authorization / Agreement Of Training & Reimbursement	Training Request and Authorization Form	C-5.1.2
DD 2060	FMS Obligational Authority	Request Obligation Authority for direct cite of the FMS Trust Fund	C-5.1.2
DD 2658	Returned and Undeliverable Check/Bond Record	To record receipt of all checks which are then taken to the cashier's cage	C-5.1.2
DD 2659	Voucher Control Log	Record of all Disbursement or Collection Vouchers	C-5.1.2
DD1329	Statement of Transactions (Automated Form)	Used by a Disbursing Activity to report disbursements made against Treasury Appropriations	C-5.1.2
DD 870	Request for Fiscal Information Concerning Transportation Requests, Bills of Lading and Meal Tickets	Use to request further information on an Army Transportation TBO cycle	C-5.1.2
DD1400	Direct Cite, Interfund transactions reported by IAs to Treasury	Monthly balancing to Treasury	C-5.1.2
OP-11	Reference Request Federal Records Centers	Request for Records from Federal Records Center (DFAS-DE 5340-4-R)	C-5.1.2 C-5.1.3
DFAS FORM CPUIDFRM	DFAS Computer Identification Form	Initiate, modify or delete systems access to LAN and E-mail	C-5.1.1 C-5.1.2 C-5.1.3 C-5.1.6
DFAS-CL	Dept of Navy Problem Disbursement Transmittal Form	Request for DFAS-CO (MOCAS) to research problem disbursement.	C-5.1.2
DFAS-CO	MOCAS Inquiry Request Form	Request to MOCAS to provide documents and vouchers.	C-5.1.2
DFAS-DE 41	Negotiable Instrument and Check Log	To record checks received	C-5.1.2 C-5.1.3
DFAS-DE FM 0-722	C8 Code Sheet	Case Closure Activities	C-5.1.2 C-5.1.3

Form Number	Form Name	Purpose	PWS Paragraph Reference
Local DFAS-AWI/DE	MISIL Closure Worksheets	Compute and compare MISIL vs DIFS values.	C-5.1.2
DFAS-HQ	ACRN Summary Worksheet	Summary of financial adjustments in RCRA package.	C-5.1.2
DFAS-HQ	Reconciliation Adjustment Package Certification Letter	Transmittal/Certification Letter for RCRA Package.	C-5.1.2
DFAS-HQ	Summary Discrepancy Sheet	Summary of results of reconciliation adjustments.	C-5.1.2
DSA 1349	Conversation Record	Log for recording telephone calls	C-5.1.5
LOA	Letter of Offer and Acceptance	Funding Instrument	C-5.1.2
NAVCOMP Form 372	Summary of Accounting Data	Financial Status Form	C-5.1.2
NAVCOMP Form 2035	Summary of Accounting Data	Summary of debits and credits on financial vouchers.	C-5.1.2
NAVCOMP Form 2277	Voucher for Disbursement and/or Collection	Voucher used for processing financial adjustments.	C-5.1.2
NAVCOMP Form 621	Correction Notice	Voucher used to adjust financial discrepancies in the accounting system.	C-5.1.2
NAVILCO 4400	NAVILCO Work Request Form	Any/All Work Requests for NAVICP – Excel™. Transmittal letter.	C-5.1.2
Security Access Form	Security Access Stock Request Form (May 96 Version)	Request Security Clearance For Computer Access – Stock	C-5.1.6
SF 1049	Public voucher for refunds	Refund customers	C-5.1.2
SF 1080	Voucher for transfer between appropriations and/ or funds	To process payments/refunds between appropriations	C-5.1.2
SF 1081	Voucher & Schedule of Withdrawals & Credits	To correct appropriations charged	C-5.1.2
SF 1098	Schedule Of Canceled Or Undelivered Checks	To cancel a check that has been returned	C-5.1.2
SF 1219	Statement of accountability	Report of data relating to cash accountability for the period	C-5.1.2
SF 132	Apportionment and Reapportionment Schedule	To record apportionment from OMB	C-5.1.2

Form Number	Form Name	Purpose	PWS Paragraph Reference
SF 133	Report on Budget Execution	Format to report monthly budget execution to Treasury and various others, by appropriation	C-5.1.2
SF 135	Record transmittal and receipt	Transfer files to federal records center	C-5.1.1 C-5.1.2
SF 224	Statement of Transactions	To report transactions monthly to Treasury	C-5.1.2
SF 1449	Solicitation/Contract/Order For Commercial Items	Funding Document	C-5.1.2
STANFINS Request	ASIMS Password Receipt	Request for computer access	C-5.1.6
Balance Sheet	Balance Sheet, 1 of 6 CFO Financial Statements	Financial statement to record Assets, Liabilities, and Net Position by Appropriation	C-5.1.2
Statement of Budgetary Resources	Statement of Budgetary Resources, 1 of 6 CFO financial statements	Financial statement to indicate budgetary resources, by appropriation	C-5.1.2
Statement of Changes in Net Position	Statement of Changes in Net Position, 1 of 6 CFO financial statements	Financial statement to indicate changes in net position, by appropriation	C-5.1.2
Statement of Custodial Activity	Statement of Custodial Activity, 1 of 6 CFO financial statements	Financial statement to provide information on custodial activity, by appropriation	C-5.1.2
Statement of Net Cost	Statement of Net Cost, 1 of 6 CFO financial statements	Financial statement to record program cost, by appropriation	C-5.1.2
TFS 4503	Treasury Fiscal Service Report	Covers International Credit Transactions of the DoD	C-5.1.2
TFS 6653 & 6654	Treasury Trial Balance	Monthly balancing cash disbursements reported to Treasury	C-5.1.2